

Time off for Dependents Policy

You are entitled to take reasonable unpaid time off work to deal with an emergency involving a dependant.

A dependant could be a spouse, partner, child, grandchild, parent, or someone who depends on you for care.

Time off is provided to deal with the emergency and make alternative care arrangements.

In the event that you need to take Time off for Dependents, you should notify The Company as soon as reasonably possible, and ideally within 30 minutes of leaving work/your usual start time. You should also indicate how long you expect to be absent and maintain appropriate contact with your line manager during any period of time off. You should then report to your line manager immediately upon your return to work.

In the event that extended time off is needed, you may be required to use alternative leave provisions for this e.g., Holiday, parental leave etc.

A handwritten signature in black ink that reads 'Julie Scobie'.

Julie Scobie

Financial Director

2nd May 2023